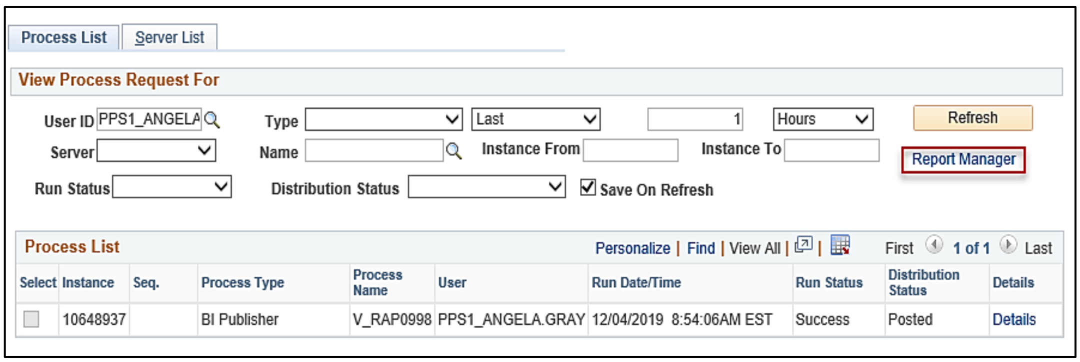
12/9/2019: Email sent to all Cardinal Fiscal Officer and Cardinal Financial/HCM users for VDOT
Subject: Cardinal Upgrade Impacts for VDOT Users

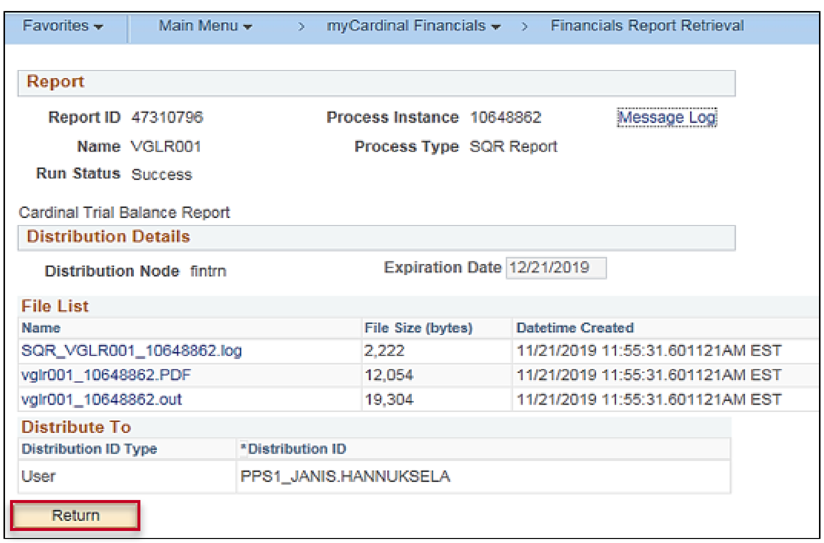
In this communication you will find details regarding the most impactful changes Cardinal Financials/HCM users will see after the deployment of technical upgrades on **Tuesday, December 10, 2019.** Outlined below are some general impacts, module-specific impacts for Accounts Receivable, General Ledger, Project Accounting, and Procurement, a screenshot of the change where appropriate, and the corresponding updated course materials and job aids. There were no significant changes to Accounts Payable or Time & Attendance.

General Impacts

- Navigation has been simplified when running reports. A brief summary is below:
    - New **Report Manager** link displays on the **Process Monitor – Process List** page when a report is run in Cardinal. This link provides easy access to the **Report Manager** page without the additional navigation.

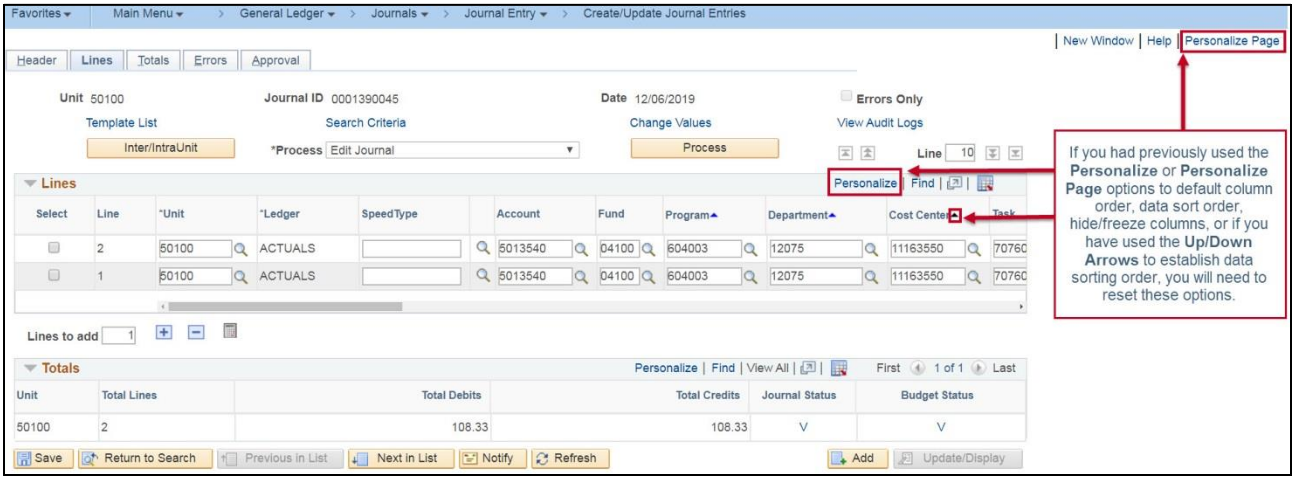


- New **Return** button is available on the **Report Details** page, which brings the user back to the **Report Manager** listings.



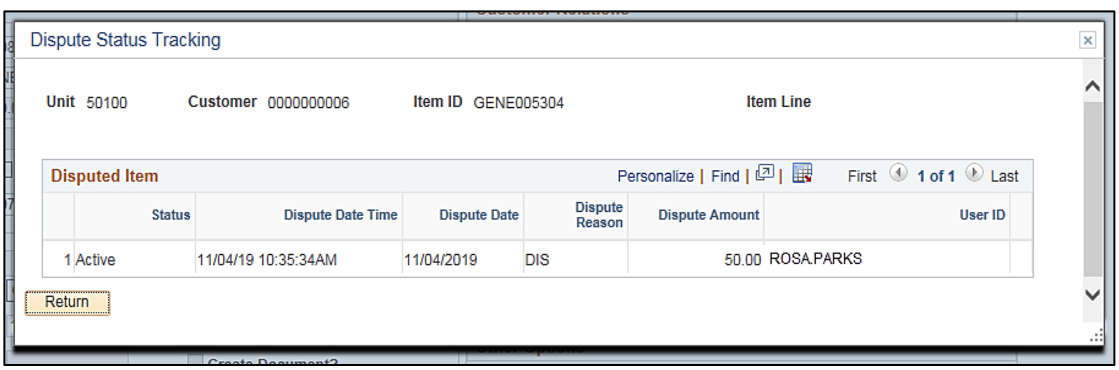
Updated Course: NAV220: Cardinal Reporting (Pages 19; 43)

- **Grid Personalization**: After the upgrade, any user-created grid personalization (used to set field order or sorting order on a page) will revert back to the Cardinal default and will need to be reapplied if desired.



Accounts Receivable (AR)

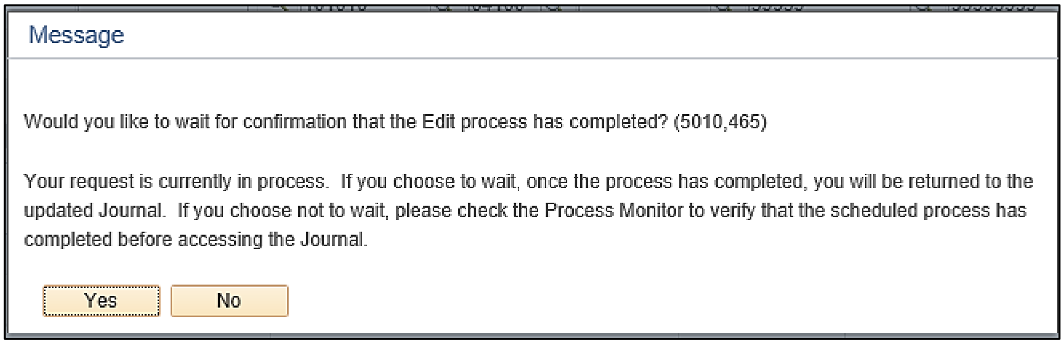
- New **Dispute** link displays on the **View/Update Item Details** page after a dispute has been entered and saved. This link, when clicked, opens a pop-up window, **Dispute Status Tracking** and includes the following fields:
  - **Status**: Status of the dispute (**Active** or **Inactive**)
  - **Dispute Date Time**: Date and time the dispute was added/removed
  - **Dispute Date**: Date dispute was added/removed
  - **Dispute Reason**: Dispute reason (currently only one value – **DIS**)
  - **User ID**: ID of the person that entered or removed the Dispute



Updated Course: AR323: Billing and Receivables (Pages 55-62)

General Ledger (GL)

- New pop-up message displays when editing or posting a manual journal entry from the **Journal Lines** tab, which requires a response.



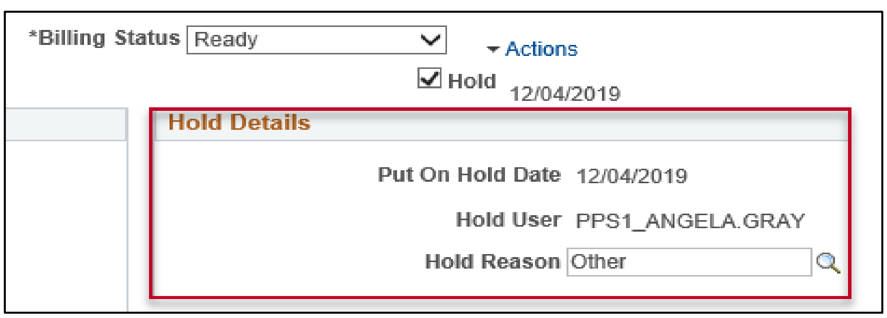
  - You must select either **Yes** or **No** to start the Edit process. If you click:
    - **Yes:** The journal edit process will start and you would remain on the **Journal Lines** tab.
    - **No:** The journal edit process will start, you will receive the process instance, and you will be redirected to the **Create/Update Journal Entries** inquiry page.

Note: If you leave the page without selecting either the Yes or the No button, the journal edit process **will not run**.

Updated Course: GL332: Processing Journal Entries (Pages 50-52; 76-81)

Project Accounting (PA)

- New fields display when a contract's billing plan and/or revenue plan are placed on hold:
  - **Put On Hold Date:** Populates with the current date
  - **Hold User:** Populates with the User ID of the person who puts the Bill Plan on hold
  - **Hold Reason:** User selects the appropriate Hold reason from the drop down list



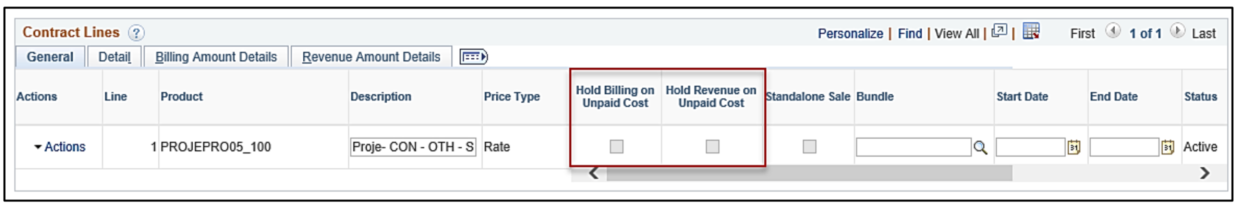
Note: New hold fields will now display on the **Federal Contract Status** report.

Updated Course: PA353: Managing Federal Customer Contracts (Pages 116-118)
Updated Course: PA354: Managing Non-Federal Customer Contracts (Pages 70-71; 123-124)
Updated Job Aid: PA353: Steps to Update Federal Contract Status (Pages 10-12; 19-20)

- New terminology for contracts:
  - “Unbilled AR” has been replaced with “Contract Asset”
  - “Deferred Revenue” has been replaced with “Contract Liability”

Updated Course: PA353: Managing Federal Customer Contracts (Multiple Pages)
Updated Course: PA354: Managing Non-Federal Customer Contracts (Multiple Pages)
Updated Job Aid: PA: Create a New Rate Set – Non-Structure Billing (Pages 11; 13)
Updated Job Aid: PA: Create a New Rate Set - Structure Billing (Pages 14; 16)
Updated Job Aid: PA354: Create Non-Federal Amount Based Contract (Multiple Pages)
Updated Job Aid: PA354: Create Non-Federal Rate-Based Contract (Pages 22; 24)

- Two new checkboxes display on the **Lines** tab for Rate-Based Contracts only; these fields should be left **unchecked**:
  - Hold Billing on Unpaid Cost
  - Hold Revenue on Unpaid Cost



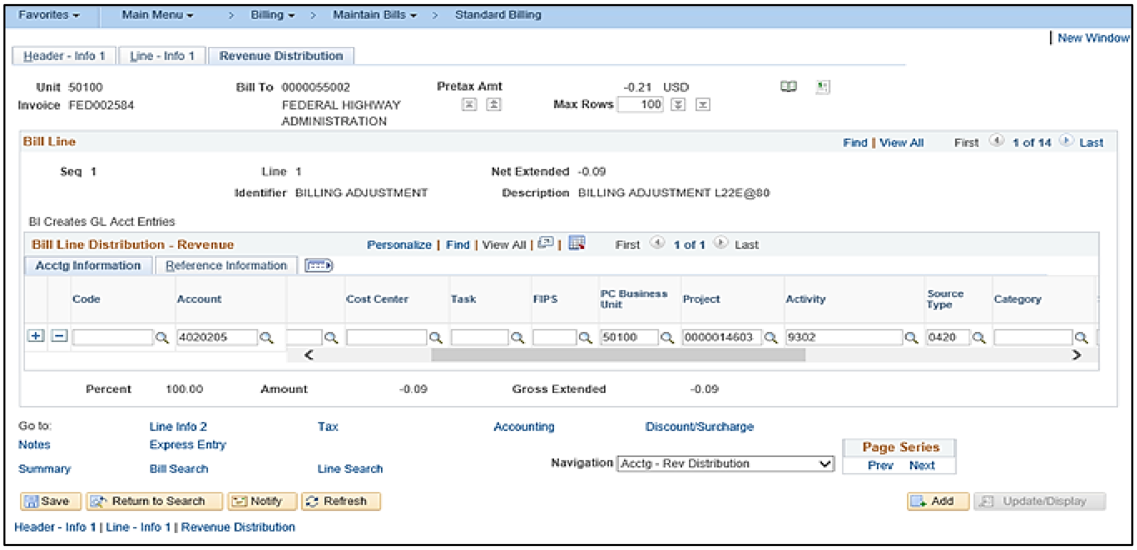
Updated Course: PA353: Managing Federal Customer Contracts (Pages 19; 44; 96)
Updated Course: PA354: Managing Non-Federal Customer Contracts (Pages 39; 47-48)
Updated Job Aid: PA354: Create Non-Federal Rate-Based Contract (Pages 29; 31; 38)
Updated Job Aid: PA353: Create a Federal Contract (Pages 6; 8)

- New fields display on the **Distribution** page for Amount Based and Recurring contracts:
  - **PCBU:** User must enter PC business Unit (required)
  - **Activity:** User must select an activity for the phase being billed and the activity must be active in order to save the distribution (required)
  - **Source Type**
  - **Category**
  - **Subcategory**

Note: If the two required fields above are not populated, along with the other ChartField values, the distribution **will not save**.

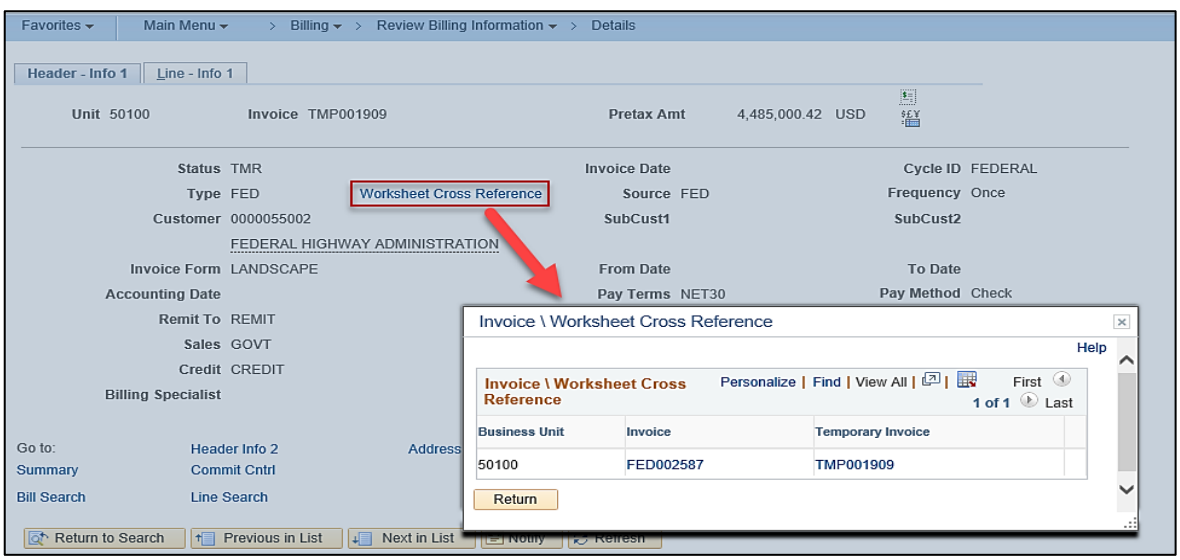
Updated Course: PA354: Managing Non-Federal Customer Contracts (Multiple Pages)
Updated Job Aid: PA354: Creating Non-Federal Recurring Contracts (Page 27)
Updated Job Aid: PA354: Create Non-Federal Amount Based Contract (Page 27)

- Federal Billing Adjustments (Online Bills) **Revenue Distribution** page now requires **PCBU**, **Activity** and **Source Type** to be entered, along with other ChartField values.



Updated Course: [PA353: Managing Federal Customer Contracts]() (Page 123)
Updated Job Aid: [PA: Billing Adjustment for Change in Federal Participation Rate]() (Page 8)

- A new link, "**Worksheet Cross Reference**", allows users to find the corresponding Federal Invoice related to Temporary bills processed. Navigate to the **Review Information Billing Details** page to access the link.



Procurement (PR)

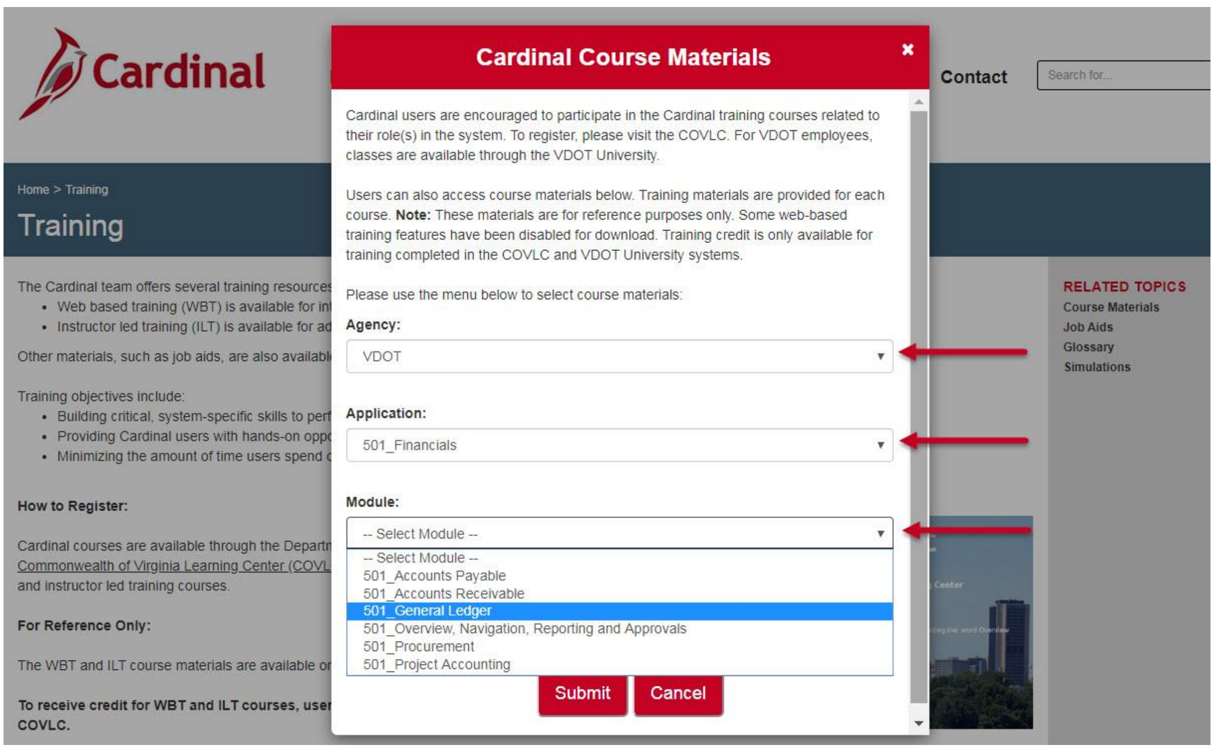
- The **Procurement Contract** page layout has changed. Some existing fields have been moved to different sections. In addition, you may notice new fields on this page, but those fields will not be utilized by Cardinal.

Course Materials & Job Aids

Course materials and job aids have been updated on the Cardinal website to reflect these changes and are available for download. You can use the links above to access each resource or you can navigate to course materials and job aids by following the steps below:

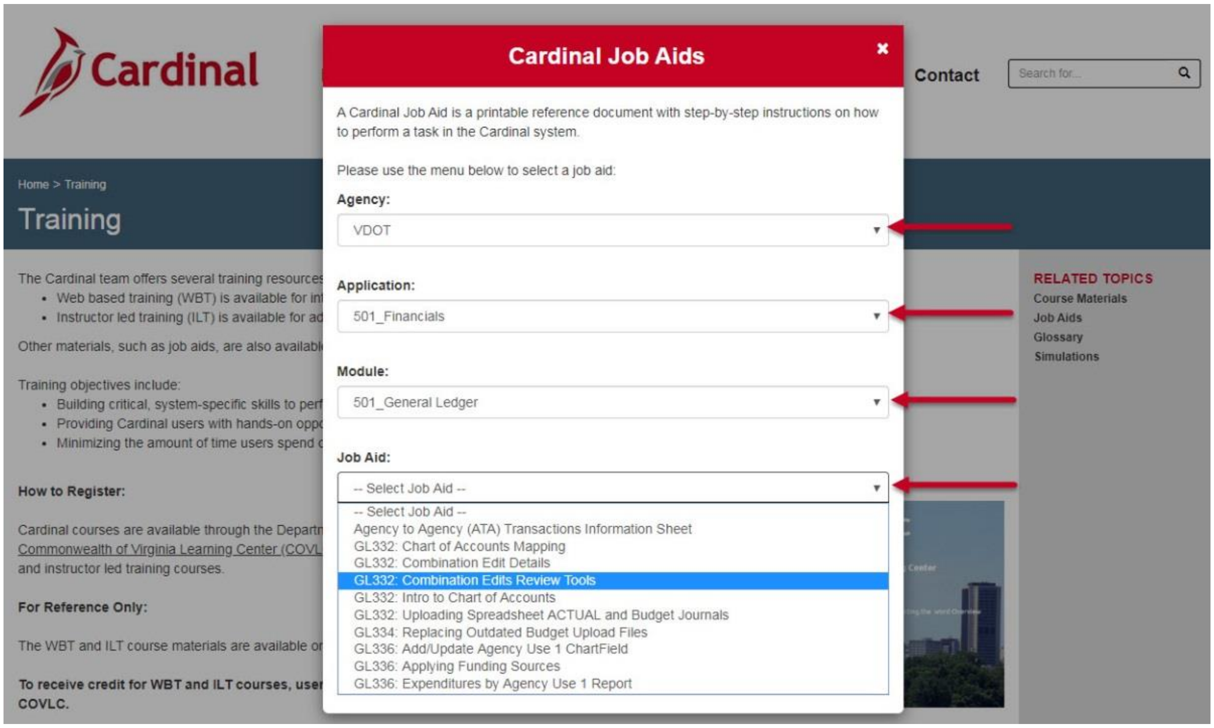
On the Cardinal website (www.cardinalproject.virginia.gov) navigate to:

- Training
  - Select Course Materials
  - Select Agency: VDOT
  - Select Application: 501_Financials
  - Select Module
  - Select Course
  - Click Submit



On the Cardinal website (www.cardinalproject.virginia.gov) navigate to:

- Training
  - Select Job Aids
  - Select Agency: VDOT
  - Select Application: 501_Financials
  - Select Module
  - Select Job Aids
  - Click Submit



Updates have been made to additional course materials and job aids to reflect other minor changes you may notice in the upgraded application. For a listing of the documents that have changed, click here.

As a reminder, the Cardinal application will be unavailable to users until approximately **10:00 a.m. on Tuesday, December 10, 2019.** You will receive a notification when Cardinal is back online.

If you encounter a Cardinal issue that cannot be resolved using the provided resources, please email the VITA Customer Care Center (VCCC) at vccc@vita.virginia.gov and reference “Cardinal Upgrade – VDOT” in the subject line. The VCCC is used to handle tracking and routing for all Cardinal help desk tickets.

Regards,

The Cardinal Team